

## ADMINISTRATIVE PROFESSIONAL

Associates of Applied Science

### About the Administrative Professional Program

Gain valuable administrative training in the classroom to become proficient in the workplace and keep up-to-date by learning the latest business and office technology. The second year of the associate's degree allows more flexibility of scheduling so you can complete your education while employed. You'll develop a reference manual of key processes and a professional portfolio for potential employers.

### PROGRAM OUTLINE

COURSE #	COURSE TITLE	CREDITS
1010110200	Introduction to Accounting Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, and payroll.	1.00
	<b>Competencies</b>	
10101102C00	Introduction to Accounting Manually process daily and monthly financial transactions.	1.00
1010210600	Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program.	1.00
	<b>Competencies</b>	
10102106C01	Business Orientation Business Orientation Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program.	1.00
1010212100	Customer Service This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail.	1.00
	<b>Competencies</b>	
10102121C00	Customer Service This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail.	1.00
1010219200	Business Internship	2.00

COURSE #	COURSE TITLE	CREDITS
	<p>Internships are off-campus experiential learning activities designed for students to earn academic credit by connecting the job experience with the concepts, theories, and ideas learned through their program. Internships are powerful resume builders, offer application of concepts, and expand employable skills. This course is intended to be taken at the end of the student's program.</p> <p><b>Competencies</b></p>	
	<p>1010219300 Business Capstone Project</p> <p>The purpose of the Capstone activity is to create an opportunity for the student to make connections between the variety of coursework that is part of their degree. This course is an independent study designed by the student under the supervision and guidance of a faculty member. The final assessment will demonstrate competency through one or more of the following: academic or career portfolio, paper, project, presentation, publication, journal, etc. The student should consult with their program advisor or instructor before selecting this course.</p>	2.00
	<p>1014517000 Small Business Mentorship</p> <p>Mentorships engage entrepreneurial students one-on-one with a small business owner to learn the process of entrepreneurship and experience small business ownership. This supervised mentorship exposes students to real-world small business situations related to their passion, and helps them develop the knowledge and confidence to be a successful future small business owner.</p>	2.00
1010311500	<p>MS Word Beginning</p> <p>Provides practice in using basic word processing functions and features of MS Word.</p> <p><b>Competencies</b></p>	1.00
	<p>10103115C01 MS Word Beginning</p> <p>Students will apply word processing features to create business documents.</p>	1.00
1010311700	<p>MS Word Intermediate</p> <p>Provides practice in using additional features of MS Word including tables, charts, form letters, mailing labels, and newsletters. Prerequisite(s): 1010311500 MS Word Beginning (C or better).</p> <p><b>Competencies</b></p>	1.00
	<p>10103117C00 MS Word Intermediate</p> <p>Students will apply intermediate word processing functions to create business documents. Prerequisite(s): 10103115C01 MS Word Beginning (B or better).</p>	1.00
1010311800	<p>MS Word Advanced</p> <p>Develops skills using advanced features of MS Word that include creating a table of contents, an online form, and working with macros. Prerequisite(s): 1010311700 MS Word Intermediate (C or better) or 1010613100 Integrated Computer Applications Int (C or better).</p> <p><b>Competencies</b></p>	1.00
	<p>10103118C00 MS Word Advanced</p> <p>Students will apply advanced word processing functions to enhance business documents Prerequisite(s): 10103117C00 MS Word Intermediate (B or better).</p>	1.00
1010312500	MS Outlook	1.00

COURSE #	COURSE TITLE	CREDITS
	Learners will identify the importance of using electronic communication tools to help organize and manage communications, contacts, schedules, calendars, tasks, and perform basic customizations of the electronic communication software. Ethical and appropriate use of electronic communication is included. Students will apply these techniques with hands on activities.	
	<b>Competencies</b>	
	10103125C00 MS Outlook	1.00
	Students will identify the importance of using electronic communication tools to help organize and manage communications, contacts, schedules, calendars, tasks, and perform basic customizations of the electronic communication software.	
1010312600	MS Excel Beginning Develops skills in using basic spreadsheet functions of MS Excel for business users.	1.00
	<b>Competencies</b>	
	10103126C01 MS Excel Beginning	1.00
	Students will apply spreadsheet functions to create business documents.	
1010312700	MS Excel Intermediate Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Prerequisite(s): 1010312600 MS Excel Beginning (C or better).	1.00
	<b>Competencies</b>	
	10103127C00 MS Excel Intermediate	1.00
	Students will apply advanced spreadsheet functions to create business documents. Prerequisite(s): 10103126C01 MS Excel Beginning (B or better).	
1010313500	MS Access Beginning Develops skills in using basic features to design a database, manipulate and query records, and prepare reports and labels.	1.00
	<b>Competencies</b>	
	10103135C00 MS Access Beginning	1.00
	Students will apply database functions to create, query, and maintain a database.	
1010313600	MS Access Intermediate Extends database skills to include custom reports, advanced form techniques, macros, command buttons, and switchboards. Prerequisite(s): 1010313500 MS Access Beginning (C or better).	1.00
	<b>Competencies</b>	
	10103136C00 MS Access Intermediate	1.00
	Students will apply advanced database functions to customize data formats in a database. Prerequisite(s): 10103135c00 MS Access Beginning (B or better).	
1010314100	MS Powerpoint Beginning	1.00

COURSE #	COURSE TITLE	CREDITS
	Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations.	
	<b>Competencies</b>	
	10103141C00 MS PowerPoint Beginning	1.00
	Students will apply presentation functions to create business presentations.	
1010314200	MS Powerpoint Intermediate	1.00
	Enhances graphic presentation skills through practice in customizing presentations, creating and working with objects, and embedding features. Prerequisite(s): 1010314100 MS Powerpoint Beginning (C or better).	
	<b>Competencies</b>	
	10103142C00 MS Powerpoint Intermediate	1.00
	Students will apply advanced presentation functions to create business presentations. Prerequisite(s): 10103141c00 MS PowerPoint Beginning (B or better).	
1010315500	QuickBooks Basics	1.00
	Students will process routine accounting transactions for service industry including company setup.	
	<b>Competencies</b>	
	10103155C00 QuickBooks Basics	1.00
	Students will process routine accounting transactions for service industry including company setup.	
1010316900	MS Publisher Beginning	1.00
	Enables students to design and produce professional-quality MS Publisher documents that combine text, graphics, and illustrations suitable for print and digital media publication. Students learn basic MS Publisher functions, design principles, and applicable copyright law.	
	<b>Competencies</b>	
	10103169C00 MS Publisher Beginning	1.00
	Students will apply design software functions to create professional quality documents that combine text, graphics, and illustrations.	
1010317000	MS Publisher Intermediate	1.00
	MS Publisher Intermediate enables students to expand their MS Publisher skill set to include creating a document from scratch, using information sets, and Publisher tables. Students will also learn advanced formatting and merging publications with data. Prerequisite(s): 1010316900 MS Publisher Beginning (C or better).	
	<b>Competencies</b>	
	10103170C00 MS Publisher intermediate	1.00
	Students will apply advanced design software functions to create professional quality documents that combine text, graphics, and illustrations. Prerequisite(s): 10103169C00 MS Publisher Beginning (B or better).	
1010611400	Records Management	1.00

COURSE #	COURSE TITLE	CREDITS
	<p>This course explores the comprehensive field of records management by applying basic principles and procedures for storing and retrieving information and maintaining an efficient manual and/or computerized filing system using the simplified filing rules developed by the Association of Records Managers and Administrators, Inc. (ARMA). The following methods of storing records are studied: alphabetic, subject, numeric, and geographic. Basic terminology of records management is taught throughout the course. Records retention, disaster planning, control measurements, information security, and disposition are discussed.</p> <p><b>Competencies</b></p>	
	<p>10106114C01      Records Management A</p> <p>Students will explore methods of saving, organizing and retrieving electronic files.</p>	0.25
	<p>10106114C02      Records Management B</p> <p>Students will explore the comprehensive field of records management utilizing alphabetic, subject, numeric, governmental, and geographic methods of storing and retrieving records.</p>	0.75
1010611600	<p>Document Processing</p> <p>Enhances keyboarding skills and develops basic document formatting techniques.</p> <p><b>Competencies</b></p>	3.00
	<p>10106116C00      Document Processing</p> <p>Students will expand keyboarding skills and speed and will develop basic and advanced document formatting techniques.</p>	3.00
1010612600	<p>Editing Business Applications</p> <p>Covers proofreading and editing of business documents. Transcription and composition will be used to process business documents.</p> <p><b>Competencies</b></p>	3.00
	<p>10106126C00      Editing Business Applications</p> <p>Students will apply proofreading, editing, transcription and composition skills to create and process business documents.</p>	3.00
1010612700	<p>Meeting and Event Planning</p> <p>This course focuses on preparing the learner to effectively plan a successful meeting or event. Topics include project management and coordination techniques, conducting the planning activities, managing the finances, facilitating on-site needs, arranging travel and transportation needs, preparing agendas and minutes, and conducting follow-up activities while communicating effectively with all stakeholders.</p> <p><b>Competencies</b></p>	3.00
	<p>10106127C01      Meeting and Event Planning A</p> <p>Students will learn skills required to effectively plan and execute a successful meeting.</p>	1.00
	<p>10106127C02      Meeting and Event Planning B</p> <p>Students will learn skills required to effectively plan, coordinate, and execute travel, nationally and internationally.</p>	1.00
	<p>10106127C03      Meeting and Event Planning C</p> <p>Students will learn skills required to effectively plan and execute a successful a variety of special events and coordinate travel, nationally and internationally.</p>	1.00

COURSE #	COURSE TITLE	CREDITS						
1010613300	Business Office Technologies	2.00						
	<p>This course will introduce students to current and emerging technologies and applications used by office professionals. Students will research current and emerging technologies such as smart phones, scanners, fax, copy machines, social networking tools, conferencing tools, Cloud-based applications, collaboration tools, survey tools, PDF document options, and technology security.</p>							
	<b>Competencies</b>							
	<table border="0"> <tr> <td data-bbox="483 999 630 1020">10106133C01</td> <td data-bbox="748 999 1073 1020">Business Office Technologies A</td> <td data-bbox="1463 999 1520 1020">0.25</td> </tr> <tr> <td></td> <td data-bbox="748 1041 1292 1087">Students will explore the history of office equipment and operate traditional equipment in use today.</td> <td></td> </tr> </table>	10106133C01	Business Office Technologies A	0.25		Students will explore the history of office equipment and operate traditional equipment in use today.		
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	<table border="0"> <tr> <td data-bbox="483 1136 630 1157">10106133C02</td> <td data-bbox="748 1136 1073 1157">Business Office Technologies B</td> <td data-bbox="1463 1136 1520 1157">0.50</td> </tr> <tr> <td></td> <td data-bbox="748 1178 1292 1224">Students will research and use various presentation apps along with social media marketing apps.</td> <td></td> </tr> </table>	10106133C02	Business Office Technologies B	0.50		Students will research and use various presentation apps along with social media marketing apps.		
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	<table border="0"> <tr> <td data-bbox="483 1272 630 1293">10106133C03</td> <td data-bbox="748 1272 1073 1293">Business Office Technologies C</td> <td data-bbox="1463 1272 1520 1293">0.50</td> </tr> <tr> <td></td> <td data-bbox="748 1314 1292 1360">Students will learn about and apply various collaboration tools.</td> <td></td> </tr> </table>	10106133C03	Business Office Technologies C	0.50		Students will learn about and apply various collaboration tools.		
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	<table border="0"> <tr> <td data-bbox="483 1409 630 1430">10106133C04</td> <td data-bbox="748 1409 1073 1430">Business Office Technologies D</td> <td data-bbox="1463 1409 1520 1430">0.25</td> </tr> <tr> <td></td> <td data-bbox="748 1451 1292 1497">Students will learn the basics about creating an effective survey and the use of on-line survey tools.</td> <td></td> </tr> </table>	10106133C04	Business Office Technologies D	0.25		Students will learn the basics about creating an effective survey and the use of on-line survey tools.		
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	<table border="0"> <tr> <td data-bbox="483 1566 630 1587">10106133C05</td> <td data-bbox="748 1566 1073 1587">Business Office Technologies E</td> <td data-bbox="1463 1566 1520 1587">0.25</td> </tr> <tr> <td></td> <td data-bbox="748 1608 1317 1654">Students will work with and expand their knowledge of PDF documents.</td> <td></td> </tr> </table>	10106133C05	Business Office Technologies E	0.25		Students will work with and expand their knowledge of PDF documents.		
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	<table border="0"> <tr> <td data-bbox="483 1703 630 1724">10106133C06</td> <td data-bbox="748 1703 1073 1724">Business Office Technologies F</td> <td data-bbox="1463 1703 1520 1724">0.25</td> </tr> <tr> <td></td> <td data-bbox="748 1745 1333 1791">Students will explore the cyber-security tools within their control to keep their office and personal cyber environments safe.</td> <td></td> </tr> </table>	10106133C06	Business Office Technologies F	0.25		Students will explore the cyber-security tools within their control to keep their office and personal cyber environments safe.		
10106133C06	Business Office Technologies F	0.25						
	Students will explore the cyber-security tools within their control to keep their office and personal cyber environments safe.							
1010617000	Administrative Procedures	3.00						

COURSE #	COURSE TITLE	CREDITS
	Develops professional skills and attitudes for today's global business environment. Develops office skills in telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics. Prerequisite(s): 1010611600 Document Processing (C or better) and 1010613000 Integrated Computer Applications Beg (C or better).	
	<b>Competencies</b>	
10106170C00	Administrative Procedures  Students will develop professional skills and attitudes for today's global business environment by honing office skills in telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics. Prerequisite(s): 10106116C00 Document Processing (B or better) and 10103115C01 MS Word Beginning (B or better) and 10103126C01 MS Excel Beginning (B or better) and 10103135C00 MS Access Beginning (B or better) and 10103141C00 MS PowerPoint Beginning (B or better).	3.00
1010716200	Microcomputer Support  Provides the technical skills necessary to install and configure computer hardware components. The students will also learn to troubleshoot basic computer hardware problems and correct them. The students learn to use manuals and software for troubleshooting and upgrading hardware, and the internet for software driver upgrades and technical support. Students learn to install and upgrade operating systems and various application software.	2.00
	<b>Competencies</b>	
10107162C01	Microcomputer Support A  Designed for the Administrative Professional, this course will explore various hardware and firmware components and configurations of a personal computer resulting in the selection of components, assembly, and booting of a computer.	0.75
10107162C02	Microcomputer Support B  Designed for the Administrative Professional, this course will examine modern network operating systems and explore their installation, configuration, troubleshooting, and preventive maintenance techniques.	0.25
10107162C03	Microcomputer Support C  Designed for the Administrative Professional, this course will examine basic networking principles, standards, concepts, and technologies.	0.25
10107162C04	Microcomputer Support D  Designed for the Administrative Professional, this course will examine laptop and mobile device component installation and configuration, preventative maintenance techniques, operating systems, security, connectivity, and e-mail.	0.25
10107162C05	Microcomputer Support E  Designed for the Administrative Professional, this course will examine printer features, types, installation, configuration, sharing, maintenance, and troubleshooting.	0.25
10107162C06	Microcomputer Support F  Designed for the Administrative Professional, this course will examine security treats and procedures, preventative maintenance techniques, and a basic security troubleshooting process.	0.25

COURSE #	COURSE TITLE	CREDITS
1080119500	Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3.00
<b>Competencies</b>		
10801195C00	Written Communication Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents.	3.00
2080121900	English Composition I Develops expository writing and critical thinking skills, including clarity, concision, concreteness, and completeness of expression, supported by reasoning, organization, and language conventions.	3.00
1080119600	Oral Interpersonal Communication Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	3.00
<b>Competencies</b>		
10801196C00	Oral Interpersonal Communication Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects.	3.00
2081020100	Fundamentals of Speech Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery, and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self-confidence, proficiency, and poise.	3.00
1080119700	Technical Reporting	3.00



COURSE #	COURSE TITLE	CREDITS
	Teaches preparation and presentation of written, oral, and multi-media technical reports. Prerequisite(s): 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).	
	<b>Competencies</b>	
10801197C00	Technical Reporting Teaches preparation and presentation of written, oral, and multi-media technical reports. Prerequisite(s): 10801195C00 Written Communication (C or better).	3.00
2080122300	English Composition II Advances composition skills, emphasizing well-reasoned argumentative research papers. Prerequisite(s): 2080121900 English Composition I (D- or better) or 1080119500 Written Communication (B or better).	3.00
1080413400	Mathematical Reasoning An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Prerequisite(s): 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score $\geq$ 35 or UW Math Placement Basic Math score $\geq$ 250 or ACT Math score $\geq$ 18 or Tailwind Math CMath Fund score $\geq$ 16.	3.00
	<b>Competencies</b>	
10804134C00	Mathematical Reasoning An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Prerequisite(s): 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score $\geq$ 35 or UW Math Placement Basic Math score $\geq$ 250 or ACT Math score $\geq$ 18 or Tailwind Math CMath Fund score $\geq$ 16.	3.00
2080422000	Intermediate Algebra Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Prerequisite(s): 1083411000 Elem Algebra with Apps (C or better) or 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score $\geq$ 365 and UW Math Placement Algebra score $\geq$ 300) or ACT Math score $\geq$ 20 or Tailwind Math CMath Fund score $\geq$ 47.	4.00
1080919500	Economics	3.00

COURSE #	COURSE TITLE	CREDITS
	<p>With a focus on contemporary issues, this introductory course covers cost-benefit analysis, economics systems of the world, globalization, supply and demand, market structures, the labor market, economic growth, unemployment, inflation, business cycles, money, and government economic policy. The course strives to help students improve their individual and household decision-making, understand business decision-making, comprehend the current national and international economic issues and policies, and critically evaluate government response to economic concerns.</p> <p><b>Competencies</b></p>	
10809195C00	<p>Economics</p> <p>This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic system, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.</p>	3.00
2080928700	<p>Principles of Macroeconomics</p> <p>This beginning course focuses on the economy as a whole and how it affects individuals and businesses. With an emphasis on contemporary issues, the course covers the essentials of the market system, alternative economic systems, macroeconomic indicators including GDP, employment, and inflation, business cycles, the money and banking system, fiscal and monetary policy, international trade, and the economic issues of developing nations. The goal of the course is to help students understand current national and international economic issues and the impacts of government economic policies both within our own nation and abroad.</p>	3.00
2080929100	<p>Principles of Microeconomics</p> <p>This beginning course analyzes individual and business decision making as well as government policy effects on businesses and individuals. The course covers supply, demand, elasticity, consumer behavior, business costs of production, market structures, labor and other resource markets, and international trade effects on businesses and individuals. The goal of the course is to help students improve individual decision-making, understand the behavior of consumers, the basics of business decision-making, and the impact of government intervention in the market.</p>	3.00
1080919700	<p>Contemporary American Society</p> <p>Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues.</p> <p><b>Competencies</b></p>	3.00
2080927100	<p>Introductory Sociology</p> <p>Studies of human society, including the individual, culture, society, social inequality, social institutions, and social change in the modern world.</p>	3.00
1080919900	<p>Psychology of Human Relations</p>	3.00

COURSE #	COURSE TITLE	CREDITS
	Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes.	
<b>Competencies</b>		
10809199C00	Psychology of Human Relations Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes.	3.00
2080925100	Introduction to Psychology Surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, thinking, and intelligence. Upon completion, students will be well prepared for more advanced study in the field of contemporary psychology.	3.00
1089010300	Professional Career Management Students develop an individualized, results-oriented job search strategy and research less well-known employment sources to access the "hidden job market." Emphasis is on creating personalized career search documents that get noticed, interviewing effectively in a variety of situations, and projecting a professional image-during both the job search and the first days and weeks on the new job.	1.00
<b>Competencies</b>		
10890103C01	Professional Career Management Students will develop a job search strategy that is results oriented by accessing the "hidden" job market, creating personalized career search documents that get noticed, interviewing effectively in a variety of situations, and projecting a professional image during both the job search and at a new job.	1.00
<b>Total Credits:</b>		<b>60.00</b>

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

## AT A GLANCE

### How You'll Learn



100% ONLINE MULTIPLE START DATES PERSONALIZED PACE

### 2021 Start Dates

January 6

May 7

September 1

February 1	June 7	October 4
March 1	July 5	November 1

## 2022 Start Dates

January 3	March 1	June 6
February 7	May 2	July 11

[VIEW FULL ACADEMIC CALENDAR](#)

## Approximate Cost

**\$8,938\***

Financial Aid Eligible

\*Based on 10-level courses—materials, books, and fees may be additional

## Your Potential Careers

- Administrative Assistant
- Desktop Publishing Specialist
- Software Trainer
- Office Manager/Coordinator
- Human Resources or Marketing Assistant
- Project Coordinator
- Help Desk Support

## What You'll Learn

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships
- Model professionalism in the workplace.

## Median Annual Salary

\$32,219	\$35,681	\$35,391
Local	State	National

EMSI 2020.1

## Get Started

Your application can be submitted online, it takes just a few minutes to complete.

[APPLY NOW](#)

